

**SKILLS** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## WORK HISTORY

**Employer** \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Position \_\_\_\_\_  
 Pay Rate \_\_\_\_\_  
 Start Date \_\_\_\_\_  
 End Date \_\_\_\_\_  
 Duties \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 \_\_\_\_\_

**Employer** \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/ZIP \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

## Access Additional Services for

- ☐ Veterans - Assistance is available for job search activities including individual employment assessments, priority access to new job postings and career guidance.
- ☐ Farm workers - Many offices have consultants who specialize in helping migrant and seasonal workers find jobs.
- ☐ Spanish-speaking customers - Spanish-speaking staff are available to help with all services at the Idaho Department of Labor. Many forms and documents are available in Spanish.
- ☐ Youth - The Idaho Department of Labor offers a variety of services and information specifically designed for youth.

Find the resources and information you need  
 to succeed in the workplace at any  
 Idaho Department of Labor office.

Open 8 a.m. to 5 p.m., Monday - Friday  
 or anytime on the Web at

**labor.idaho.gov**

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 Auxiliary aids and services are available upon request to  
 individuals with disabilities. Dial 711 for TTY Idaho Relay Service.



**Job Seekers**  
*Your Determination*  
*Our Commitment*

*We can help you*  
*realize your goals*

**IDAHO**  
 DEPARTMENT OF LABOR

C. L. "BUTCH" OTTER, GOVERNOR  
 ROGER B. MADSEN, DIRECTOR

**ALL SERVICES ARE OFFERED AT NO COST**

**The right job is out there; all you need to do is find it.**  
Finding a job can be a time-consuming and frustrating task. Whether you are looking for your first job, seeking a new career or have been laid off, the Idaho Department of Labor offers valuable resources to assist you during your job transition.

## Prepare for a Job

### EXPLORE CAREER OPTIONS.

It's not easy to choose the job that's right for you. The Idaho Department of Labor is your best source for labor market and occupational trends. Labor market information can help you answer questions like

*What kind of jobs are most promising for the future?*

*Where are the jobs?*

*What jobs fit the skills I have now?*

*How much can I expect to be paid?*

- ☐ Learn tips for filling out job applications and writing resumés.
- ☐ Create and print your resumé.
- ☐ Attend a job search workshop.
- ☐ Assess your skills.
- ☐ Learn how to improve your interview skills.
- ☐ Use additional resources available at all Idaho Department of Labor offices, including resource libraries, diskettes, resumé paper, envelopes, copy and fax machines, telephones, Internet access, videos, typing tests and more.

## Search for a Job Online

The Idaho Department of Labor offers a full service solution using technology to match qualified job seekers with job opportunities.

- ☐ Find local, regional and statewide jobs.
- ☐ Link to nationwide jobs.
- ☐ Find federal, state or local government jobs.
- ☐ Receive alerts about open positions that match your skills.
- ☐ Participate in hiring events.
- ☐ Visit your nearest Idaho Department of Labor office for one-on-one job search assistance.

## Apply for Unemployment Benefits

If you have been laid off or lost your job through no fault of your own, you may qualify for unemployment benefits. Contact your nearest Idaho Department of Labor office for information about benefits and eligibility.

- ☐ File for unemployment benefits online.
- ☐ File weekly claim reports online or by phone.
- ☐ Receive individualized reemployment assistance.

**Don't have access to the Internet?**  
**Customer computers are**  
**available for job seeking and**  
**unemployment activities at all**  
**Idaho Department of Labor offices.**

## Pocket Application

This pocket application will help you keep track of key information requested on most applications. Take it with you when you are looking for work.

### PERSONAL INFORMATION

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Memorize or bring your Social Security number and driver's license number.

### EDUCATION

**School** \_\_\_\_\_

City/State \_\_\_\_\_

Dates \_\_\_\_\_

Highest Grade Completed \_\_\_\_\_

Date Graduated \_\_\_\_\_

**School** \_\_\_\_\_

City/State \_\_\_\_\_

Dates \_\_\_\_\_

Highest Grade Completed \_\_\_\_\_

Date Graduated \_\_\_\_\_

### REFERENCES

**Name** \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_

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